



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 1.22

Subject: Use of Adult Inmate Labor at Youth Development Centers

Supersedes: DCS 1.22, 07/01/01

Local Policy: Yes

Local Procedures: Yes

Training Required: No

Applicable Practice Model Standard(s): Yes

Approved by:

Effective date: 07/01/99

Revised date: 04/01/05

Application

To All Department of Children's Services Superintendents and Employees at Youth Development Centers

Authority: TCA 37-5-106

Policy

All Youth Development Center (YDC) Superintendents shall have the discretion to utilize adult inmate labor under continuous supervision by youth development center staff.

Procedures

A. Written local procedures

1. YDC Superintendents choosing to use adult inmate labor in their facilities shall develop local policies and procedures providing, at a minimum, the following:
 - a) Job duties and staff supervision requirements;
 - b) Housing assignments (if applicable);
 - c) Provisions for meals/breaks;
 - d) Clothing and/or safety equipment provisions;
 - e) Property control and search procedures;

- f) Rules, regulations and disciplinary procedures;
 - g) Telephone, mail and visitation procedures (if applicable);
 - h) Recreation that may include arts and crafts (if applicable);
 - i) Adult inmate movement and count reporting; and
 - j) Medical services
2. Adult inmates must receive an orientation to the requirements of *Section A, 1* and other areas as determined by the superintendent.

B. Procedures for approval to use adult inmate labor

1. The Executive Director of Juvenile Justice, Department of Children's Services and The Assistant Commissioner of Adult Institutions, Department of Correction, or their designees must approve in advance all requests for use of adult inmate labor in a youth development center.
2. Only inmates classified as "**minimum trustee**" will be approved to work in youth development centers.

Forms

None

Collateral Documents

None

Standards

ACA 3-JTS-1A-30

DCS Practice Model Standard – 8-306